Locating Your Information in HR Links and Other HR Systems

You can find HR-related information in HR Links and other HR systems.

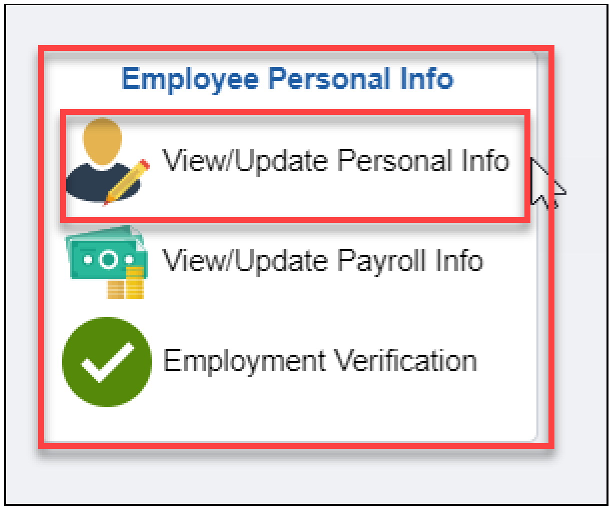
HR Links	Employee Express	Electronic Official Personnel Folder (eOPF)
• Award Preference (time off or monetary) • Background investigation • Benefits information • Disability status • Email • Emergency contacts • Employee Information • Employment Verification • Ethnicity • Home and Mailing Address • Leave balances • Name • Personnel Actions, Position Information, and Pay Information • Phone Numbers (Business & Personal)	• Direct Deposit (EFT) and financial allotment information • Federal and State tax withholding amounts • Leave Category (how much annual leave you earn per pay period) • Bi-Weekly Leave and Earning Statements • Tax Forms such as W-2, W-2c, 1095-C, 1099-C	• Beneficiary forms (life insurance, TSP and retirement) • Documentation of military service • Insurance election forms (health and life) • Performance appraisals • Standard Form 50s (SF-50s) • More!

Need more help?

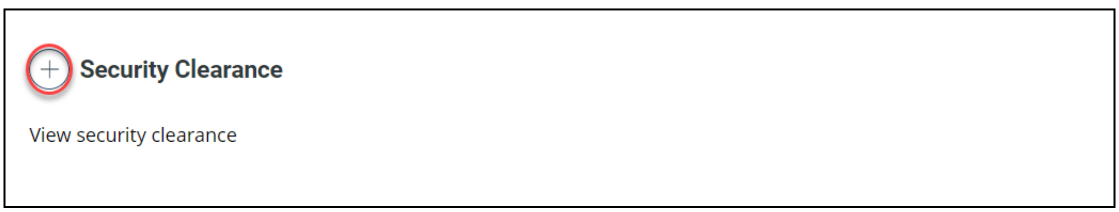
- View our user guides and training videos on the GSA Corporate Apps site, or
- Contact your servicing human resources office.

View your background investigation level

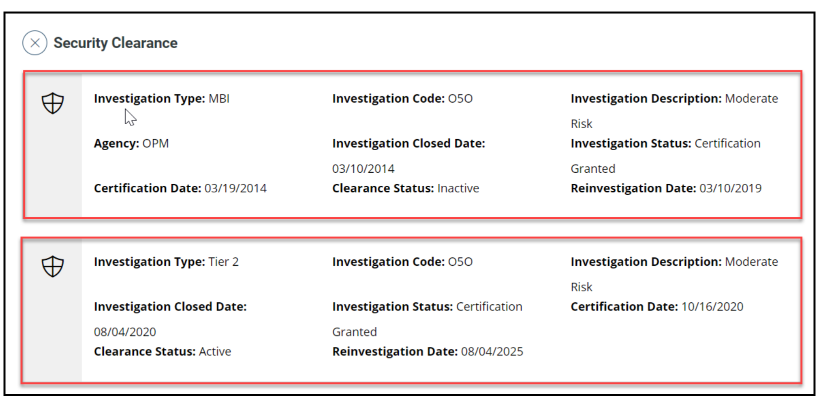
1. From the HR Links homepage, select the **Employee Personal Info** Tile; **View/Update Personal Info** link.



2. From the **Personal Information** page, select the plus sign button next to **Security Clearance.**

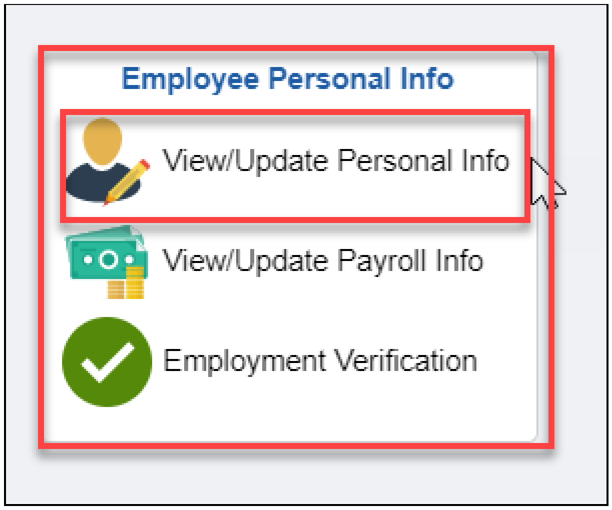


3. The Personal Information page will display information about your background investigation.

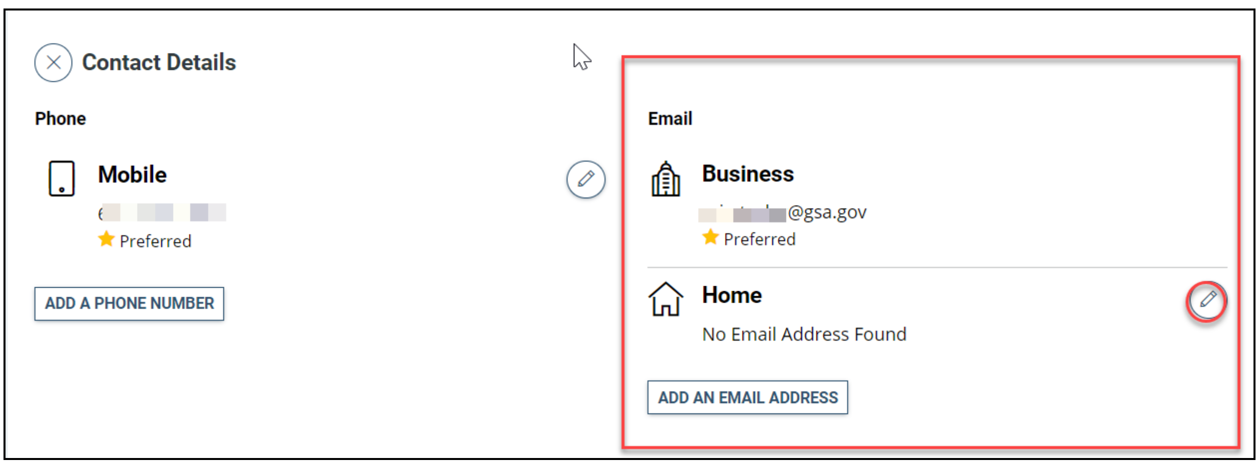


Update Personal Email Address

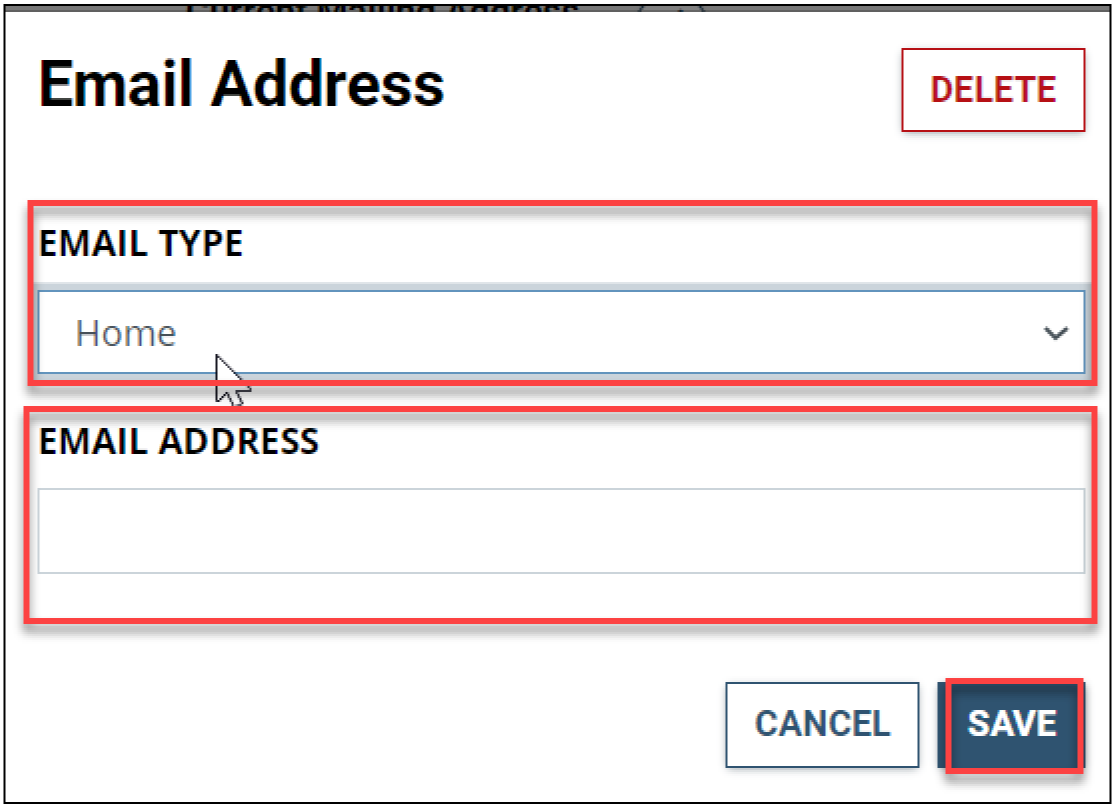
1. From the HR Links homepage, select the **Employee Personal Info** Tile; **View/Update Personal Info** link.



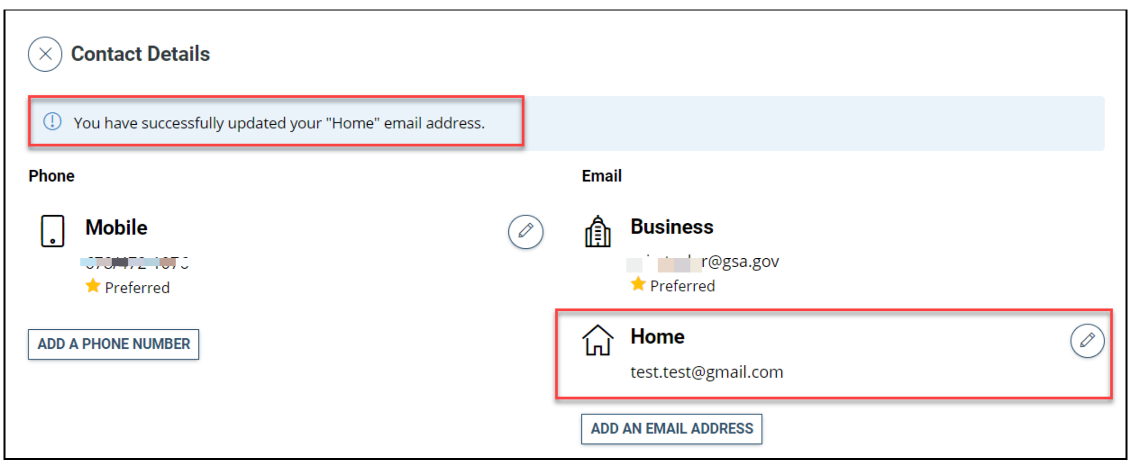
2. Under **Contact Details, Email**, you'll see your GSA Business email. Your GSA email is automatically marked as Preferred and cannot be edited. However, you can add or update a personal email address by selecting the pencil icon.



3. Select the **email type** (Home = Personal Email address) and enter your email in the **email address** field. Click **Save.**

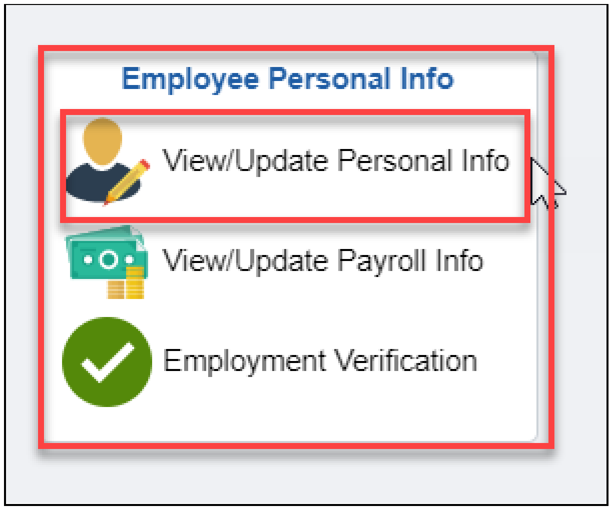


You have successfully entered a personal email address.

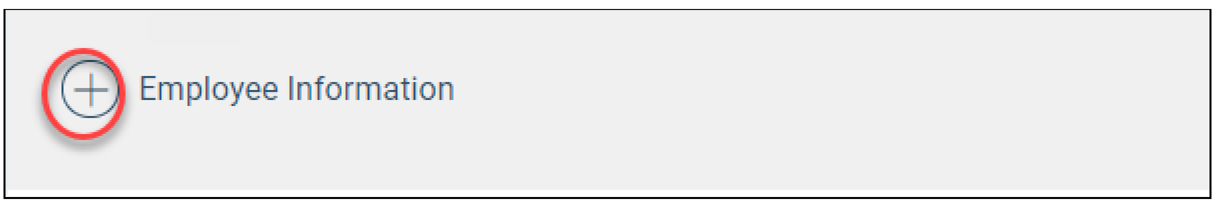


Employee Information

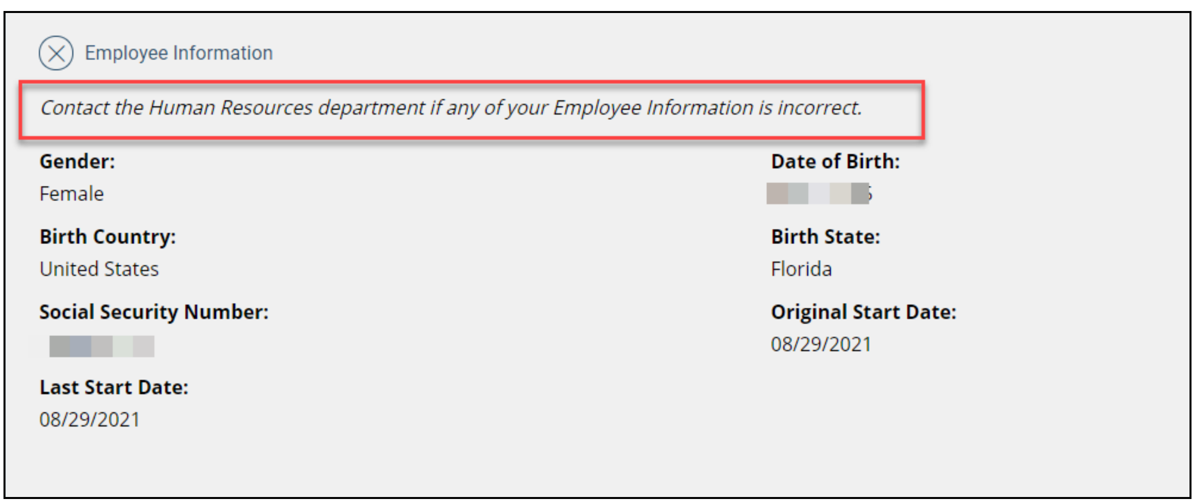
1. From the HR Links homepage, select the **Employee Personal Info** Tile; **View/Update Personal Info** link.



2. On the Personal information page, click on the plus sign to open up your Employee Information.

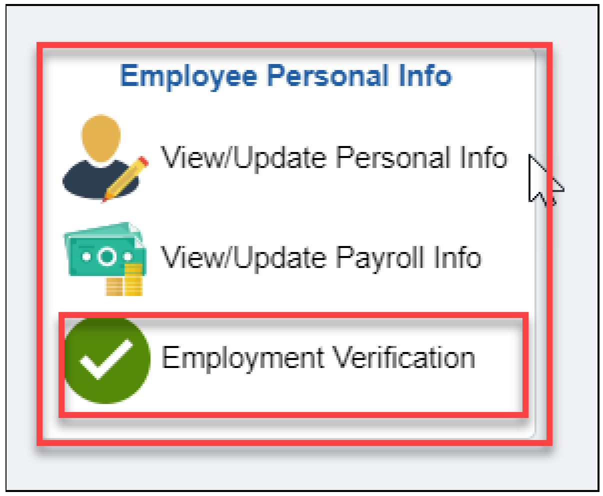


3. Your Employee information will be displayed. Contact HR if any of your Employee Information is incorrect. **Note:** If your first day at GSA was prior to 1/1/1980, your Original Start Date will be defaulted to 1/1/1980.



Employment Verification

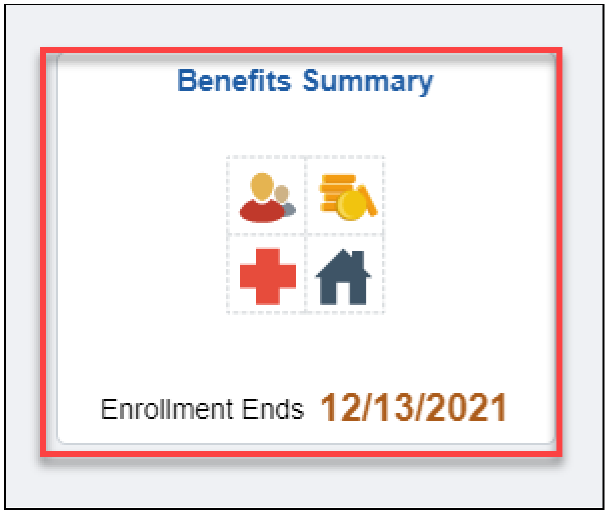
1. From the HR Links homepage, select the **Employee Personal Info** Tile; **Employment Verification.**



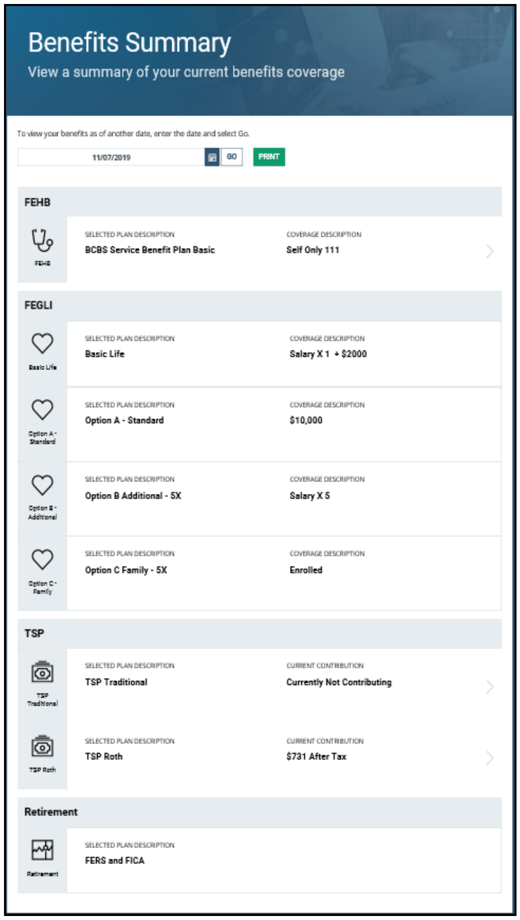
2. The *GSA and "The Work Number"* web page will open, which provides information on how to confirm employment and income.

View benefits information

1. From the HR Links homepage, click the **Benefits Summary** tile.



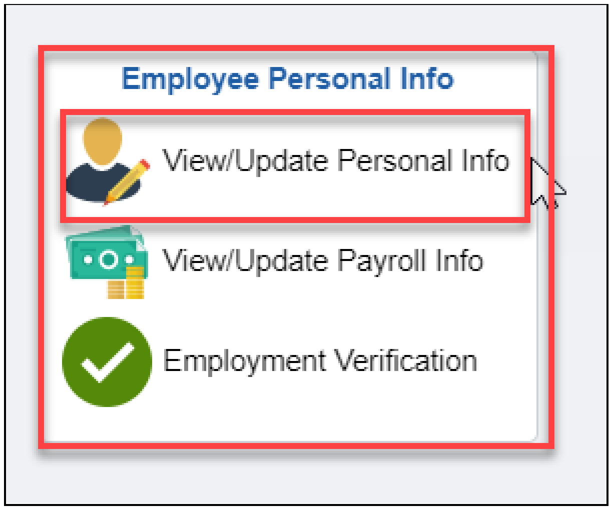
You'll see a summary of your benefits, including your Federal Employees Health Benefits (FEHB) plan, Federal Employees Group Life Insurance (FEGLI) election, retirement plan, and Thrift Savings Plan (TSP) contributions.



For more information about your benefits, visit the [benefits page on InSite.] If you have any questions, please contact your [Benefits and Retirement Specialist.]

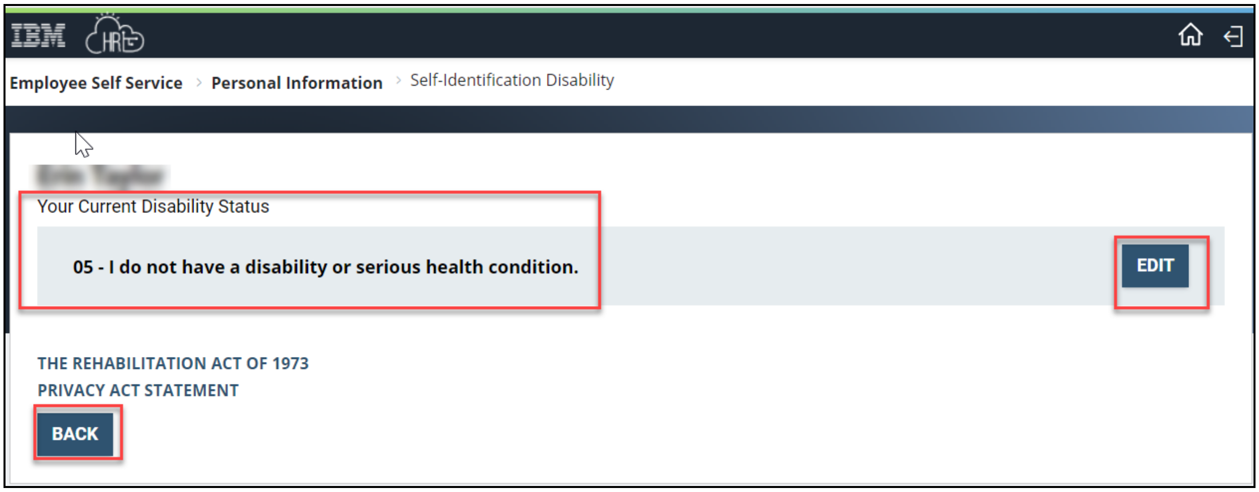
View your disability status

1. From the HR Links homepage, select the **Employee Personal Info** Tile; **View/Update Personal Info** link.

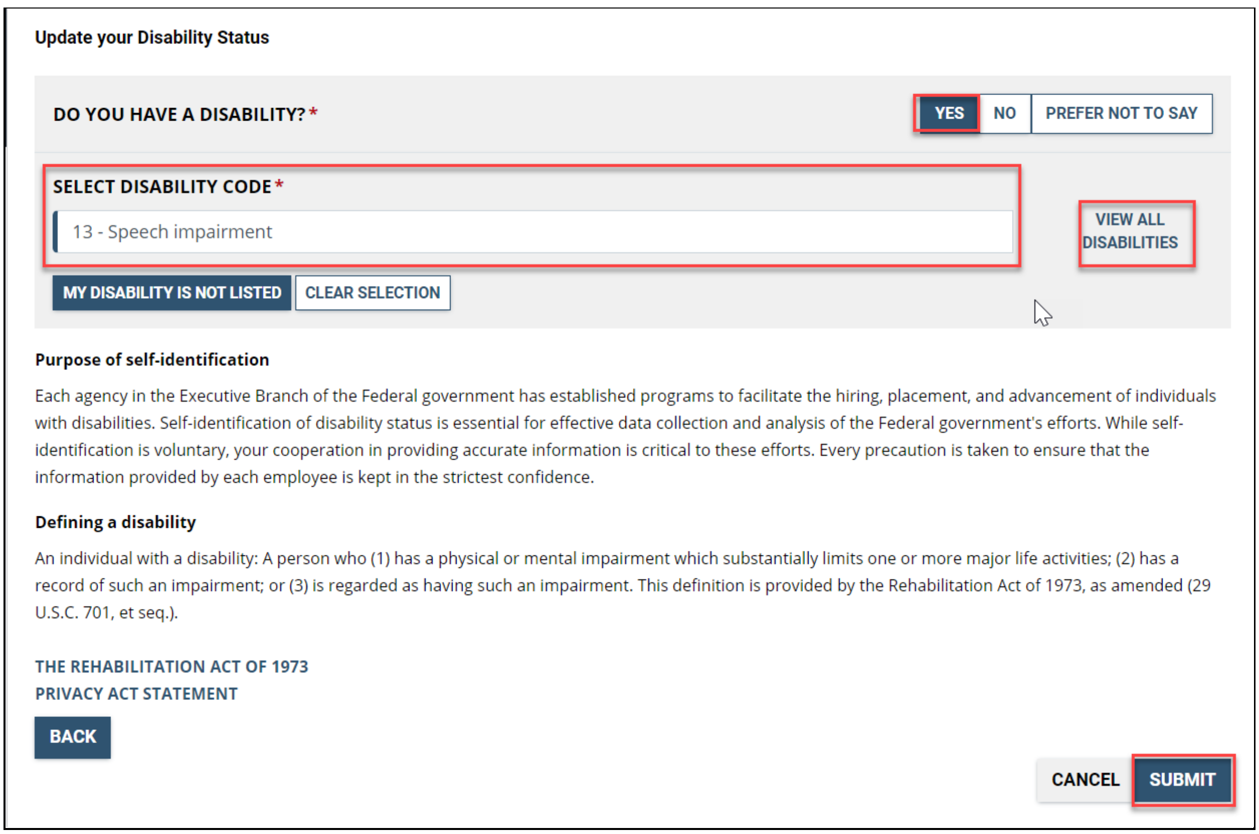


2. From the **Personal Information** page, select **Self-Identification of Disability** at the bottom of the page by clicking on the pencil icon.

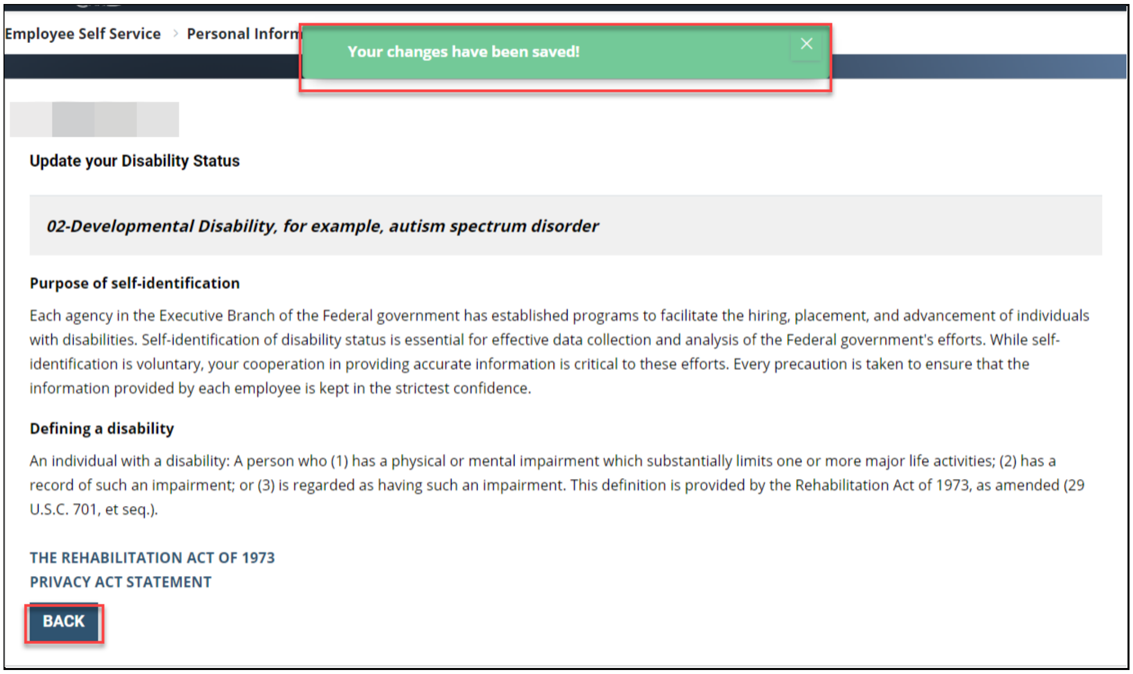
3. Your current disability status is shown on the screen. To update your disability status click on the **Edit** button. To return back to the Personal Information page click on the **Back** Button.



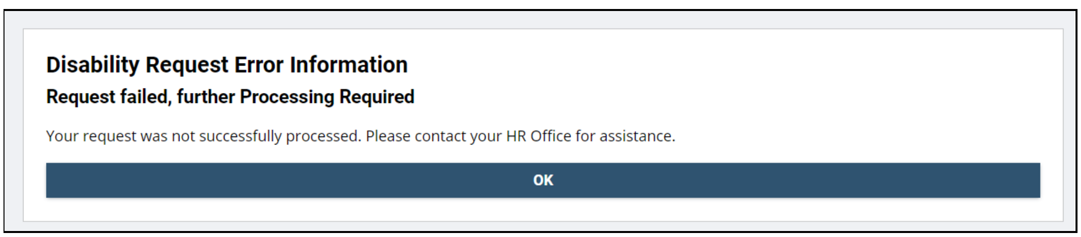
4. To enter a disability select **Yes** and begin typing in the disability code or type into the open field box. You may also select **View all Disabilities** to select from a list. Once you have selected the appropriate disability, click **Submit.**



5. Your disability status change is now self-approved. You will receive a pop up message stating " Your Changes have been saved!" Select the **Back** button to return to the Personal Information page.

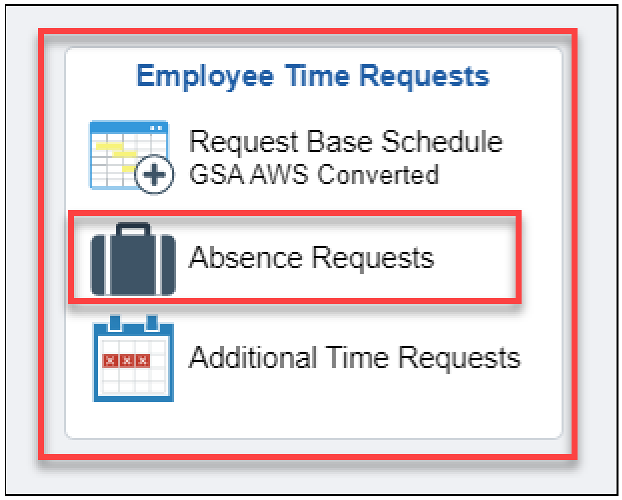


Note: If you have a pending personnel action in the HR Links system you will receive a message that you cannot update your disability status at this time.

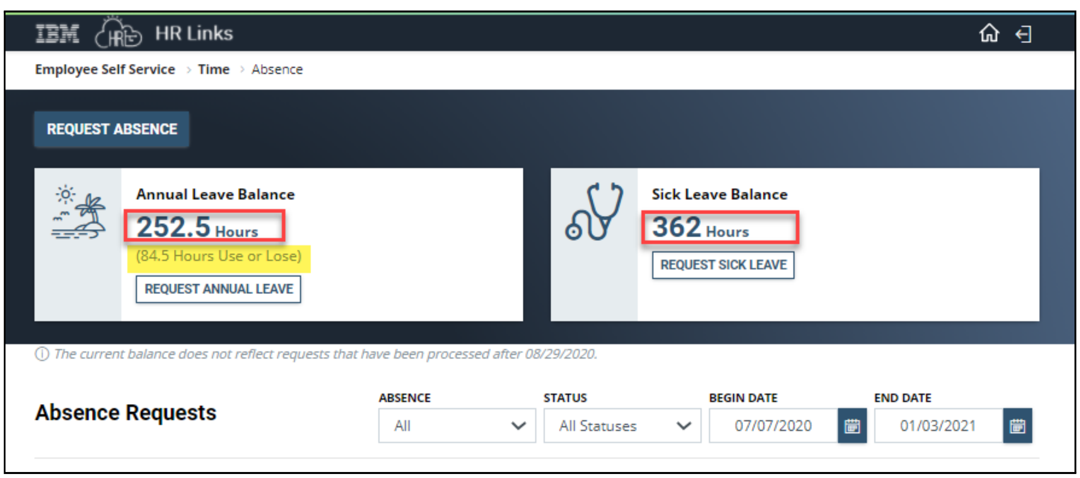


View your leave balances

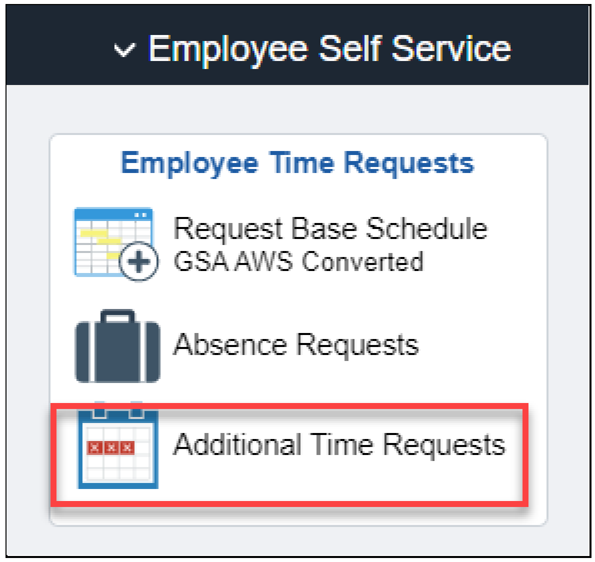
1. From the HR Links homepage, select **Absence Requests** within Employee Time Request Tile.

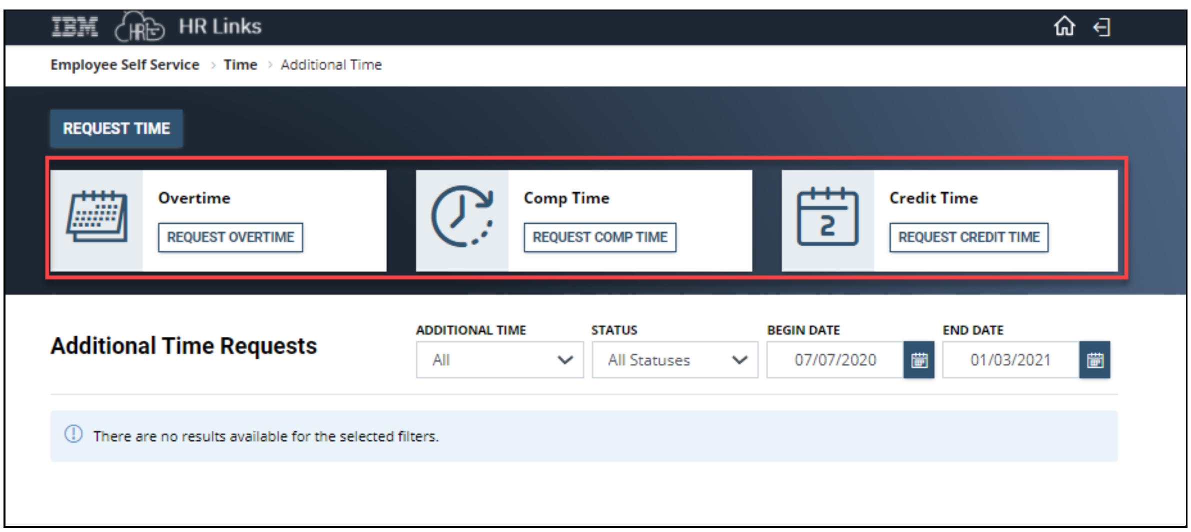


2. Absence Request page will display your **Annual, Sick and Award Leave Balances. Note:** Your **Use or Lose Balance** is displayed under your AnnualLeave.



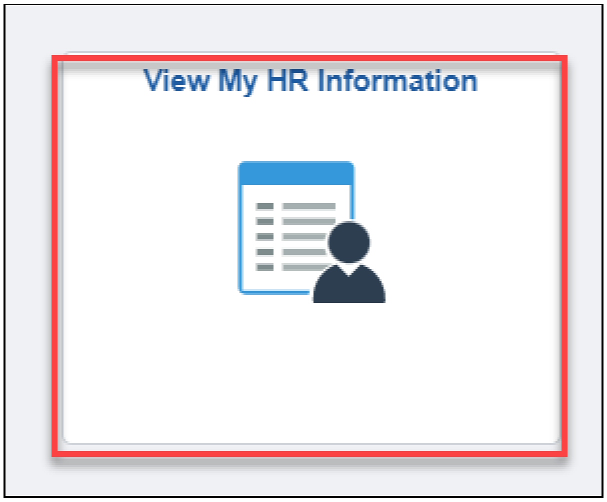
3. To view additional balances such as: including Overtime, Comp Time and Credit time, Select **Additional Time Requests** within the Employee Time Requests.





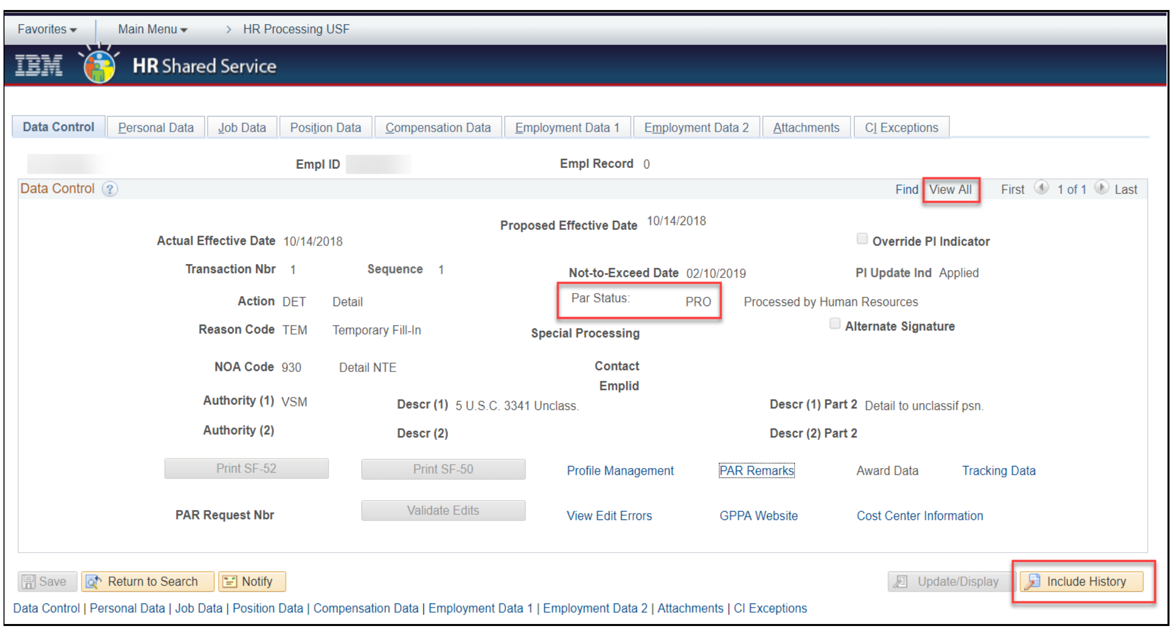
View Your Personnel Actions, Position Information, and Pay Information

1. From the HR Links homepage, select the **View My HR Information** tile.



You'll see your most recent personnel action. To view many personnel actions at once, click on the **Include History** button at the bottom right of the screen, and click **View All** from the Data Control bar.

NOTE: If the **Par Status** field displays anything other than **PRO** (processed) or **COR** (corrected), the action is still being worked by HR and is not yet final. Check back in a few days to view the final personnel action.

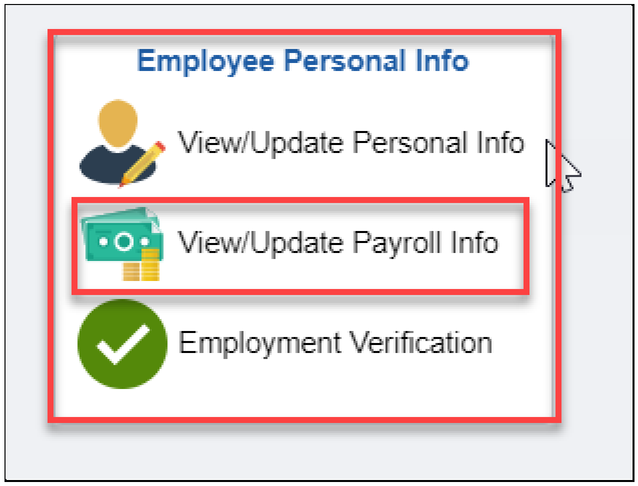


Here's what you can see on each tab:

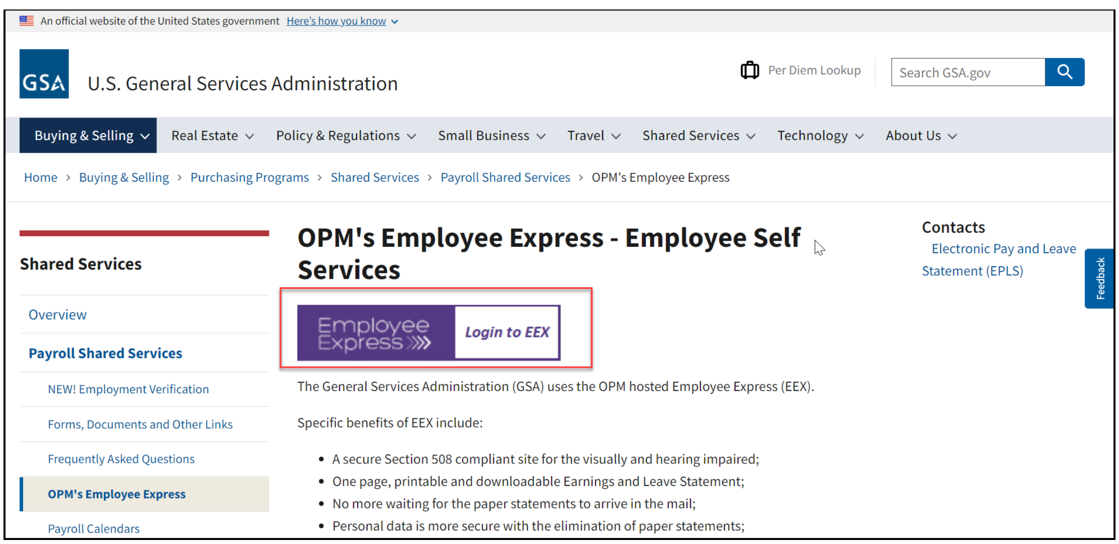
Tab	Information You Can View
Data Control	Your last personnel action
Personal Data	Date of birth, address, phone, veterans information
Job Data	Title, series, grade, location, building you work in (city, state, & building name), Federal Employees Group Life Insurance (FEGLI) election, retirement plan
Position Data	Type of appointment, position occupied (competitive/excepted service), work schedule
Compensation Data	Step, base pay, locality pay
Employment Data 1	Service Computation Dates (SCDs) for leave, Reduction in Force (RIF) and retirement, date of last Within Grade Increase (WGI), Within Grade Increase due date
Employment Data 2	Bargaining Unit Status, probationary period dates

Employee Express

2. From your Employee Self Service page, select the **Employee Personal Info** tile and click on the **View/Update Payroll Info.**

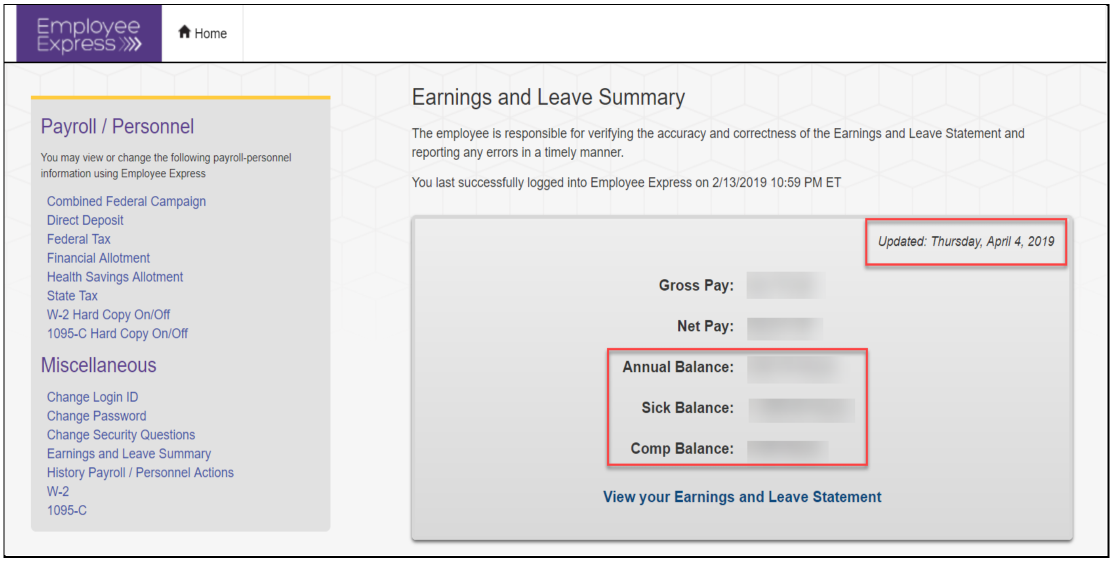


3. The *OPM's Employee Express - Employee Self Services* web page will open. Select the **Login to EEX** button.



4. Log onto Employee Express. You'll see your Earnings and Leave Summary, along with your leave balances (the date indicates when your leave balances were last updated in Employee Express).

 New to GSA? You will receive access to Employee Express approximately 5 weeks after your start date. You will receive a personal identification number (PIN) via email or mailed to your home mailing address directly from the Office of Personnel Management. Employees can contact the GSA Payroll Operations at KC-payroll.finance@gsa.gov for Earnings and Leave information until their accounts are active. For more information visit the GSA Payroll Website.



5. Select **View Your Earnings and Leave Statement.** Your annual leave category (leave accrual rate) can be found at the bottom of your Earnings and Leave Statement under the "Annual Leave" heading.

   Employee Express is also used to:

   - Change Federal or State Tax Withholding amounts (Note: if you move to a new state or locality area, contact kc-payroll.finance@gsa.gov to file a new state or locality form.)
   - Change Direct Deposit (EFT) and financial allotment information

It is your responsibility to review your Earnings and Leave Statement for accuracy each pay period.

Your electronic Official Personnel Folder (eOPF)

Your eOPF contains official copies of your Standard Form 50s (SF-50s), as well as many of your other HR records, including:

- Beneficiary forms (life insurance, TSP and retirement)
- Documentation of military service
- Insurance election forms (health and life)
- Performance appraisals
- Standard Form 50s (SF-50s)
- More!

Log on to eOPF to view and print copies of these documents.

New to GSA? You will gain access to eOPF two full pay periods after your start date.